

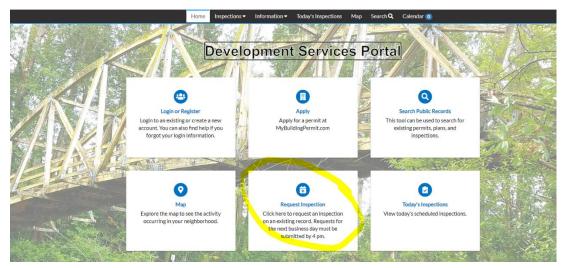
## INSPECTION SCHEDULING

If you have questions please contact our Administration staff:

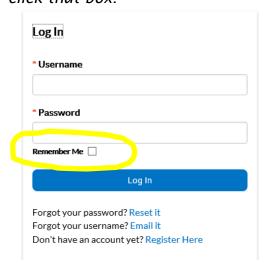
• E-mail: cdadmin@bothellwa.gov Phone: 425.806.6400

All inspection scheduling is online through: permits.bothellwa.gov If you want your inspection the next business day, schedule prior to 4 p.m. Requests received after 4 p.m. will be scheduled for the second business day.

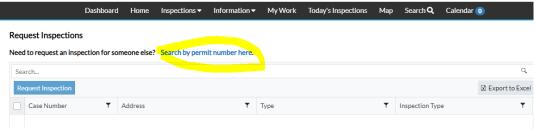
Select "Request Inspection".



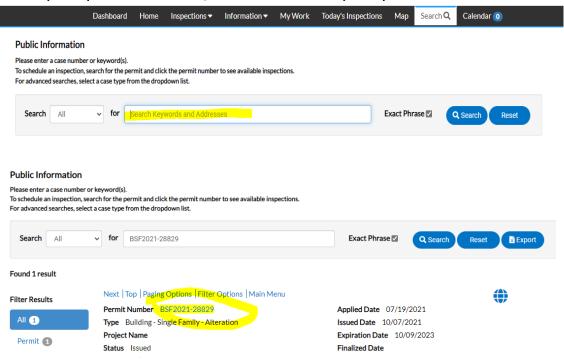
 First time users must register, you will receive a confirmation email. When logging in to your account, below your username/password is a box marked "remember me", click that box.



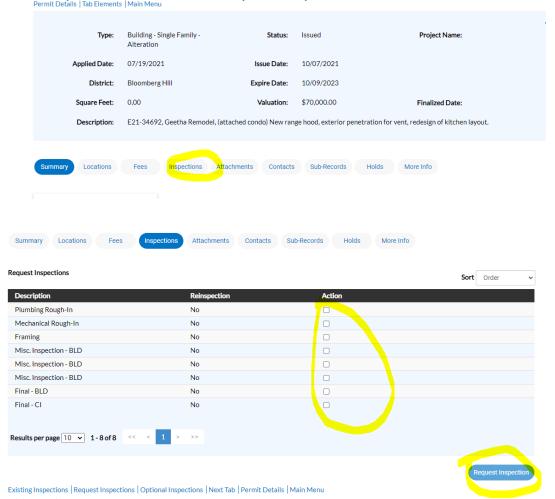
After logging in to your account, click on the link to "Search by permit number here".



• Enter your permit number, search. Click on your permit number.



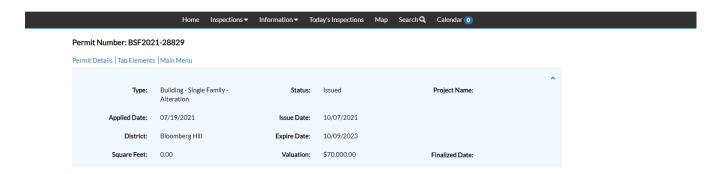
Select Inspections and schedule your inspection.



 Make sure that you're logged in, at the top right hand corner, if it says "Guest" that means you need to log back in. You will not be able to schedule inspections unless you are logged in. See the snapshot below.

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- **Single family plumbing or mechanical inspections** may be virtual inspections. You will be contacted by the assigned inspector the morning of your inspection if it is to be virtual (such as zoom, or facetime).
- For occupied residential units, you must be present at the inspection: failure to attend can result
  in delayed inspections and imposition of re-inspection fees. The inspector will evaluate the work
  performed for compliance with the City approved plans: Please make sure you follow those plans
  precisely.
- It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code (BMC Section 20.02.195). This includes storage/household items being moved out of the way of access areas at time of inspection and permit holder providing ladders and/or lifts that allow safe entry to areas/equipment needing inspection.

If you have questions or concerns please contact our Administration staff:

E-mail: cdadmin@bothellwa.gov

Phone: 425.806.6400

More information and Holidays observed can be found by visiting our <u>Inspection Scheduling</u> <u>webpage</u>.